



# Correspondence



# Table of Contents

- **Objective**
- **Locate Record**
- **Related Actions—Initiate Correspondence**
- **Correspondence Form**
- **Respond To Correspondence**
- **Review Correspondence Dashboard**
- **Summary**



# Lesson Objectives

- **Objective:**
  - **Upon completion of this lesson, the Customer will be able to:**
    - Initiate *Correspondence* with Contracting.
    - Reply to *Correspondences* from Contracting.
    - Track *Correspondences* using the *Correspondence Dashboard*.



# Locate Record

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The *Requirement Package* can be accessed from the *My Requirements* section on the *Landing Page*.

News Tasks (14) Records **Reports** Actions

Indah Customer

### My Requirements

Actions

Enter New Requirement

### My Tasks

Filters >

Export

| Task   | Requirement # | Resolved               | Assigned To             |
|--|---------------|------------------------|-------------------------|
| Respond to Correspondence from Chris BurgoyneCS for Requirement A00068 |               | 9/1/2018 11:13 AM EDT  | Indah Customer          |
| Respond to Correspondence from Indah Customer for Requirement A000476  |               | 8/4/2018 2:29 PM EDT   | Indah Customer          |
| Update Correspondence for Requirement A000442                          |               | 8/28/2018 2:13 PM EDT  | Indah Customer          |
| Respond to Correspondence from Indah CSO Only for Requirement A000437  |               | 8/17/2018 10:51 PM EDT | Indah Customer          |
| Respond to Correspondence from Indah_CS for Requirement A000419        |               | 8/16/2018 10:56 AM EDT | Indah Customer          |
| Respond to Correspondence from Indah_Gess_CS for Requirement A000381   |               | 4/13/2018 12:43 PM EDT | Indah Customer          |
| Respond to Correspondence from Indah_Gess_CS for Requirement A000361   |               | 4/9/2018 10:34 PM EDT  | Indah Customer          |
| Respond to Correspondence from Indah_Gess_CS for Requirement A000333   |               | 4/9/2018 3:03 PM EDT   | Indah Customer          |
| Update Correspondence for Requirement A000227                          |               | 4/1/2018 1:10 PM EDT   | Indah_CS Indah Customer |
| Review Correspondence from Indah_Gess_CS for Requirement A000227       |               | 3/13/2018 3:43 PM EDT  | Indah Customer          |
| Review Correspondence from Indah Customer for Requirement A000527      |               | 1/13/2018 10:22 AM EST | Indah Customer          |
| Review correspondence from Indah_Gess_CS for Requirement A000088       |               | 9/24/2014 1:10 PM EDT  | Indah Customer          |
| Review correspondence from Indah_Gess_CS for Requirement A000088       |               | 9/24/2014 12:01 PM EDT | Indah Customer          |
| Review correspondence from Indah_Gess_CS for Requirement A000088       |               | 9/24/2014 12:02 PM EDT | Indah Customer          |

### My Requirements

Filters >

Export

| Procurement Object | Identifier | Requirement Number | Status            | Contract Specialist | Contracting Officer | Contracting Office | Created Date           |
|--------------------|------------|--------------------|-------------------|---------------------|---------------------|--------------------|------------------------|
| Requirement        | A000000    |                    | Validated         |                     |                     |                    | 9/22/2018 8:53 AM EDT  |
| Requirement        | A000016    |                    | Assigned-Accepted | Chris BurgoyneCS    | Chris BurgoyneKO    | PLS11              | 9/21/2018 5:02 PM EDT  |
| Requirement        | A000017    |                    | Assigned-Accepted | Chris BurgoyneCS    | Chris BurgoyneKO    | PLS11              | 9/21/2018 4:56 PM EDT  |
| Requirement        | A000018    |                    | Assigned-Accepted | Chris BurgoyneCS    | Chris BurgoyneKO    | PLS11              | 9/21/2018 4:41 PM EDT  |
| Requirement        | A000019    |                    | Validated         |                     |                     |                    | 9/21/2018 3:46 PM EDT  |
| Requirement        | A000014    |                    | Validated         |                     |                     |                    | 9/21/2018 3:32 PM EDT  |
| Requirement        | A000012    |                    | Validated         |                     |                     |                    | 9/21/2018 2:56 PM EDT  |
| Requirement        | A000011    |                    | Validated         |                     |                     |                    | 9/21/2018 2:10 PM EDT  |
| Requirement        | A000009    |                    | Validated         |                     |                     |                    | 9/21/2018 12:24 PM EDT |
| Requirement        | A000007    |                    | Assigned-Accepted | Indah_Gess_CS       | Indah_Gess_KO       | PLS11              | 9/21/2018 9:49 AM EDT  |

1-10 of 13



# Related Actions: Correspondence Dashboard

From *Summary Dashboard*, click **“Correspondence”** to open the *Correspondence Dashboard*.

Click **“Initiate Correspondence”**.



- Summary
- News
- Related Actions
- Additional Information
- Funding Information
- Enclosure Documents
- Correspondence ▸**
- History

Records / Requirements

**A000007 - IG test req**

Follow

Initiate Correspondence

## Thread History

| Subject            | Initiated By | Created |  |
|--------------------|--------------|---------|--|
| No items available |              |         |  |



# Correspondence Form

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Fill out form.

Red asterisk (\*) indicates required fields.

It is important to fill out all known information.

Click **“Submit”**.

## Correspondence for Requirement A000007

Subject \*

Status

### Enclosure Documents

Add

New Version

Delete

| <input type="checkbox"/> | Document | Enclosure Type | ↓ | Modified On | Modified By | Size | Version |
|--------------------------|----------|----------------|---|-------------|-------------|------|---------|
| No items available       |          |                |   |             |             |      |         |

### Comments

Can you provide an update on what is happening?

Submit

Save

Cancel



# Respond to Correspondence Form

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Fill out form.

Red asterisk (\*) indicates required fields.

It is important to fill out all known information.

Click **“Submit”**.

## Respond to Correspondence from Indah Customer for Requirement A000007

Subject  
Status

### Notes History ▼

| Comments  | Author         | Date                   |
|---|----------------|------------------------|
| Can you provide an update on what is happening? | Indah Customer | 9/22/2015 10:08 AM EDT |

### Enclosure Documents

[Add](#) [New Version](#) [Delete](#) [Approve](#)

| <input type="checkbox"/> | Document | Enclosure Type | Modified On | Modified By | Size | Version |
|--------------------------|----------|----------------|-------------|-------------|------|---------|
| No items available       |          |                |             |             |      |         |

### Approved Documents ▶

Comments

This is currently at the bidding step.

[Submit](#) [Save](#) [End Thread](#)



# Review Correspondence Form

From the  
*Correspondence  
Dashboard*, you can  
review all  
*Correspondences* for a  
requirement.

Click the **link** under  
*Thread History* to  
display *Thread Details*  
data.

You can initiate a new  
Correspondence by  
clicking “**Initiate**



Summary  
News  
Related Actions  
Additional Information  
Funding Information  
Enclosure Documents  
**Correspondence >**  
History

Records / Requirements

**A000007 - IG test req** [Follow](#)

[Initiate Correspondence](#)

## Thread History

| Subject | Initiated By   | Created                |
|---------|----------------|------------------------|
| Subject | Indah Customer | 9/22/2015 10:07 AM EDT |

## Thread Details

| Comments  | Author         | Created                |
|---|----------------|------------------------|
| This is currently at the bidding step.          | Indah_CS       | 9/22/2015 10:10 AM EDT |
| Can you provide an update on what is happening? | Indah Customer | 9/22/2015 10:08 AM EDT |

## Enclosure Documents

| Document           | Enclosure Type | Size | Version | Modified By | ↓ | Modified On | Approved? |
|--------------------|----------------|------|---------|-------------|---|-------------|-----------|
| No items available |                |      |         |             |   |             |           |





# Summary

- **In this lesson, you learned how to:**
  - **Initiate** Correspondence **with Contracting.**
  - **Reply to Correspondences from Contracting.**
  - **Track Correspondences using the *Correspondence Dashboard*.**



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